

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, April 26, 2016

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES

Committee Members: Councilmember Jeff S. Helgeson, Chairman; Councilmember Randy Nelson; Mayor Michael A. Gillette, Ex-Officio

Others: Bonnie Svrcek, Deputy City Manager; Donna Witt, Director of Financial Services; Reid Lanham, Accounting Operations Manager; Starlette Early, Budget Analyst

Absent: Councilmember Treney Tweedy was unable to attend.

1. Approval of the Draft Finance Committee Meeting Notes from March 22, 2016

The Finance Committee meeting notes for March 22, 2016 were unanimously approved.

2. Report on the General Fund Reserve for Contingencies

Donna reported on two new items introduced for the Reserve for Contingencies: \$21,442 for Third Quarter Adjustments with the second reading tonight; and \$648,243 to be used for FY 2017 CIP Pay-As-You-Go funding. If approved, the current balance in the General Fund Reserve for Contingencies is \$342,426.

3. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$196,503 with resources of \$157,202 from the RSAF grant and \$39,301 from the FY 2017 General Fund Fire Department budget to purchase six (6) Stryker PowerLoad systems for ambulances and to fund a PulsePoint program in the community.

The Committee unanimously approved this item.

4. Consider a request to adopt a resolution to amend the FY 2016 City/Federal/State Aid Fund budget and appropriate \$34,900 with resources from additional Federal funds received from a revised Virginia Department of Criminal Justice Services FY 2016 Victim Witness Grant Program award to fund employee compensation increases and updates to office space.

The Committee unanimously approved this item. This item will be taken to full Council for consideration on May 10, 2016.

5. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC), Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending March 31, 2016.

GLTC: Josh Baker reported the changes they made helped level off overtime expenses and they are projecting to end the fiscal year in the black.

Airport: Mark Courtney reported the Airport Fund is on track with budget and is pleased with the on-time rate of 88% compared to other regional airports. Looking ahead the Airport expects to continue to operate without a subsidy from the City.

Lynchburg Regional Juvenile Detention Center: Robin Mamola reported revenues from services are below budget due to serving fewer juveniles but they are seeing new revenue from the Department of Juvenile Justice (DJJ) Re-entry program. Expenditures are within budget. Staff is looking for ways to reduce fixed costs.

Children's Services Act (CSA): Robin reported revenues are down as it is taking longer to receive requested reimbursements from the State. They are working hard to use IV-E funding where possible and are diligent with parental co-pays. Expenses are lower in mandated services due to transferring some to IV-E, higher in Special Ed where students are staying longer periods of time, and lower in non-mandated services due to an increase in mandated services for this population.

Water: Tim Mitchell reported revenues are tracking along budget and expenses are lower than budgeted due to vacancies in administration and savings in chemicals and electricity by using the Pedlar Reservoir as sole source of water. Overall the Water Fund is at or above target ratio however, the next few years will be challenging due to changes in contracts with Bedford County.

Sewer: Tim Mitchell reported revenues are exceeding budget because of additional leachate from Maplewood Landfill and sewer sales from WestRock and Frito-Lay. Expenses are also slightly exceeding budget due to sludge disposal challenges related to odor issues. Tim is unsure if the additional revenue from leachate will continue but any additional funds will be transferred to the Sewer Capital Fund.

Stormwater: Tim Mitchell reported overall revenues are within budget and expenses are slightly down due to savings in supplies and materials as staff continues to develop priority repair schedule and lower contractual services by performing in-house repairs.

General Fund: Donna Witt reported the General Fund is in good shape with large revenues in line or above budget and expenditures within budget.

6. Investment Summary.

Donna Witt provided a summary of investments as of January 31, 2016. According to the City's Financial Policies, this summary will be added to the list of quarterly reports presented to the Finance Committee.

7. Review collections received from five of the City's largest revenue sources.

The Chairman of the Finance Committee commented there was ample information provided with the General Fund quarterly report and this item did not need to be presented.

8. Roll Call

There were no items for roll call.

Meeting adjourned at 12:46 p.m.

The next Finance Committee meeting is Tuesday, May 24, 2016, at 11:30 a.m.